

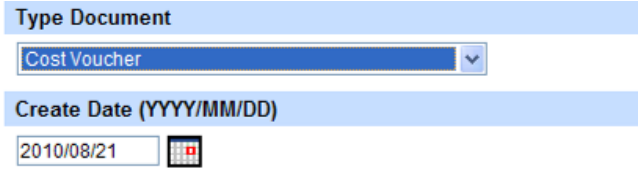


Cost Voucher - Reviewer

Overview An interim cost voucher is an example of non-direct billing in which the Inspector/ Defense Contract Audit Agency (DCAA) Auditor approves the voucher before it is routed to the payment office. The Cost Voucher Reviewer role is available for a user to review what is in the document and recommend approval or rejection to the Cost Voucher Approver.

Procedure Follow the steps below to review a Cost Voucher in WAWF.

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Click on the Review Folder.</p> <p>Cost Voucher Reviewer</p> <ul style="list-style-type: none">Review FolderHistory Folder by DoDAACHistory Folder by UserRecall - Action Required Folder <p>Result: The search screen is displayed.</p>
3	<p>Select the Pay Office DoDAAC in the drop down box.</p> <p>Search Criteria - Approval Folder</p>  <p>NOTE: The DoDAAC is the only required field. It is best that you search on other fields (contract number, shipment number or invoice number etc.), more fields will narrow the search result</p> <p>For detail information on using the search screen refer to “Using the search criteria screen” section of the guide.</p>
4	<p>Select the Cost Voucher from the Type Document drop-down menu.</p>  <p>All other fields in the Search screen are optional. Users can enter in as much or as little information as needed to narrow their search.</p>

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Cost Voucher - Reviewer

Procedure The steps below are continued from the previous page.
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5	Click the Submit button. <div><div>Submit</div><div>Help</div></div>																																																																																																
6	Click on the desired Voucher Number to access the document. <div>Review Folder for 'SUK12A' (7 items, sorted by Invoice Received Date)<table><thead><tr><th>Item</th><th>Type</th><th>Contractor Name</th><th>Vendor (Payee)</th><th>Contract Number</th><th>Delivery Order</th><th>Voucher Number</th><th>Submitted</th></tr></thead><tbody><tr><td>1</td><td>CV-Interim</td><td>ALPHA MARINE SERVICES, INC.</td><td>1E8Q5</td><td>N0003309C1013</td><td></td><td>INV310SC1A</td><td>2010-03-11</td></tr><tr><td>2</td><td>CV-Interim</td><td>MARK BEAN CONSTRUCTION</td><td>4G0L0</td><td>N03052010SC20</td><td></td><td>INV310SC20B</td><td>2010-03-15</td></tr><tr><td>3</td><td>CV-Interim</td><td>MARK BEAN CONSTRUCTION</td><td>4G0L0</td><td>N9142009CO21A</td><td></td><td>INV310SC20A</td><td>2010-03-15</td></tr><tr><td>4</td><td>CV-Interim</td><td>Duane - JITC</td><td>34RB9</td><td>DJK0000100702</td><td>1102</td><td>BVN1102</td><td>2010-07-02</td></tr><tr><td>5</td><td>CV-Interim</td><td></td><td>4ZEW7</td><td>DJK5000100810</td><td>0918</td><td>DJK0918</td><td>2010-08-10</td></tr><tr><td>6</td><td>CV-Interim</td><td></td><td>599X0</td><td>T2300000000005</td><td></td><td>BVN0005</td><td>2010-08-13</td></tr><tr><td>7</td><td>CV-Interim</td><td></td><td>599X0</td><td>PR216000000001</td><td></td><td>BVNA100</td><td>2010-08-19</td></tr></tbody></table></div>	Item	Type	Contractor Name	Vendor (Payee)	Contract Number	Delivery Order	Voucher Number	Submitted	1	CV-Interim	ALPHA MARINE SERVICES, INC.	1E8Q5	N0003309C1013		INV310SC1A	2010-03-11	2	CV-Interim	MARK BEAN CONSTRUCTION	4G0L0	N03052010SC20		INV310SC20B	2010-03-15	3	CV-Interim	MARK BEAN CONSTRUCTION	4G0L0	N9142009CO21A		INV310SC20A	2010-03-15	4	CV-Interim	Duane - JITC	34RB9	DJK0000100702	1102	BVN1102	2010-07-02	5	CV-Interim		4ZEW7	DJK5000100810	0918	DJK0918	2010-08-10	6	CV-Interim		599X0	T2300000000005		BVN0005	2010-08-13	7	CV-Interim		599X0	PR216000000001		BVNA100	2010-08-19																																
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Procedure (continued) The steps below are continued from the previous page.

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11	<p>Scroll to the bottom of the page and check the Recommend Provisional Payment, Recommend Cost Suspension or Disallowance (If this box is checked the suspended, disallow, and net amount approved boxes must be filled), or the Recommend Rejection box (If the document is to be rejected then comments must be added on the Misc. Info tab).</p> <p>Then click the Submit button.</p> <div>ACTION BY: SUK12A *</div> <div><input checked="" type="checkbox"/> Recommend Provisional Payment</div> <div><input type="checkbox"/> Recommend Cost Suspension or Disallowance</div> <div>Disallowed\$<input type="text"/></div> <div>Net Amount Approved\$<input type="text"/></div> <div><input type="checkbox"/> Recommend Rejection</div> <div><div>Submit</div><div>Save Draft Document</div><div>Previous</div><div>Help</div></div>						
12	<p>View the successful submission system message screen.</p> <p>Success</p> <div>The Cost Voucher (Interim) was successfully reviewed.</div> <div><table><tr><th>Contract Number</th><th>Delivery Order</th><th>Voucher Number</th></tr><tr><td>T2300000000005</td><td></td><td>BVN0005</td></tr></table></div> <div>Email sent to Cost Voucher Approver: wawfgov@dcma.mil</div> <div>Send Additional Email Notifications</div> <div>Fri Oct 22 09:57:35 MST 2010</div>	Contract Number	Delivery Order	Voucher Number	T2300000000005		BVN0005
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